



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Equal Employment Opportunity Officer [Unclassified]			Salary TBD
Posting Number 64-16	Position Number 057236	Number of Positions 1	Posting Period * From: 5/31/16 To: 6/14/16
Location: Office of Commissioner Office of Diversity and Equity Services 369 S. Warren Street, 8th Floor			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under supervision of the Chief of Staff, will schedule mediation as appropriate for matters that implicate the State Policy and/or conducts a complete and thorough investigation when mediation is not appropriate or when mediation has not resolved the matter. Provides discrimination, harassment, hostile work environment and/or sexual harassment investigative report in accordance with the requirements of the Division of EEO/AA (CSC) to the Commissioner or his or her designee for a final agency determination. Ensures equal opportunity is afforded to all employees and applicants for employment by planning, organizing, directing, carrying out and evaluating an EEO program that meets regulatory requirements. Maintains and logs all complaints including ensuring the ODES Complaint Database is kept up to date. Prepares statistical reports for the Commissioner, Chief of Staff and Senior Management concerning the racial, ethnic and gender breakdown of DOH employees. Prepares and provides all reports required by the Division of EEO/AA. Presents information about the State Policy at New Employee Orientation. Facilitates required State Policy Review and State Policy Training for all DOH employees and contractors per the requirements of the State Policy. Presents classroom Manager/Supervisor Training to all Divisions. Facilitates distribution of the State Policy and Acknowledgment of Receipt to all Special State Officers on Boards, Councils and Commissions operating under the jurisdiction of the DOH. Provides background information and investigative reports to Attorney General's Office for all Division on Civil Rights and Equal Employment Opportunity Commission complaints filed by DOH employees. Provides guidance and recommendations to HR, managers/supervisors and the Executive Leadership Team to ensure equal employment opportunity and affirmative action for employees and job applicants. Develops and implements a Workforce Development Plan as directed by the Division of EEO/AA. Reviews personnel actions (promotions, separations, new hires) through the Interview Disposition Forms to ensure protected class members are not adversely impacted. Works with HR on a continuous basis to ensure diversity in recruitment activities. Serves as the DOH's liaison to external agencies for EEO matters including but not limited to Division of EEO/AA, Equal Employment Opportunity Commission, Division on Civil Rights, and the Office of the Attorney General.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Four (4) years of administrative experience in the management and coordination of specific programs including the accomplishment of program objectives by dealing with various elements of a large organization, two (2) years of which shall have been in a supervisory capacity.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience..</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Office of Commissioner Reference Posting #64-16 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTOC@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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